

TOWN OF WHITESTOWN & WHITESTOWN MUNICIPAL UTILITIES

BOOKKEEPER/CLERKS 1 & 2

Summary

Work closely with Clerk-Treasurer and department heads in the processing of accounts payable claims, data entry of receipts, and other financial reports as directed for the Town of Whitestown and Whitestown Municipal Utilities. The work involves responsibility for performance of technical accounting work while maintaining a set of fund ledger books in accordance with generally accepted accounting principles. The work is performed under general supervision with leeway allowed for independent judgment in carrying out the details of the work in accordance with established policies and procedures.

Duties and Responsibilities

- Maintains general and subsidiary journals and ledgers as directed.
- Data enters accounts payable vouchers into bookkeeping software.
- Data enters receipts into bookkeeping software.
- Allocates appropriate vouchers among multiple departments.
- Data enters adjusting entries in bookkeeping software as directed.
- Documents capital expenditure transactions and maintains capital asset inventories.
- Maintains and tracks employee and employer benefits expenses and allocates appropriately across multiple departments.
- Maintains and tracks separate enterprise expenses and invoices appropriate internal departments as directed.
- Monitors utility customer delinquencies and prepares required collection documents to be filed with appropriate authorities as needed.
- Other related duties as directed.

Supervisory Responsibilities

None

Education or Experience Required

- Bachelor's degree in Science; or
- Associate's degree in Accounting and two(2) years of experience in general ledger bookkeeping or governmental fund ledger accounting*
- Graduation from high school or possession of a high school equivalency diploma; and, either
 - Four (4) years of experience in general ledger bookkeeping or account clerical work*; or
 - Three (3) years of experience in governmental fund ledger accounting*
- An equivalent combination of training and experience as defined by the limits set forth above.

*Qualifying experience must involve the maintenance of financial records

Skills, Abilities and Personal Characteristics

The qualifications listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of bookkeeping terminology and office equipment.
- Required to be proficient in Microsoft Office Excel, Word and Outlook
- Must be computer literate and able to data enter information timely and accurately
- Must be able to work well with internal and external customers, responding to common inquiries or complaints.
- Ability to maintain accounting records and reports.
- Attention to detail.
- Ability to organize, identify and prioritize tasks to complete tasks with specific deadlines.